# United States District Court Southern District of New York Office of the Clerk U.S. Courthouse 500 Pearl Street, New York, N.Y. 10007-1213

Date:

In Re:

-V-

Case #:

Dear Litigant,

Enclosed is a copy of the judgment entered in your case.

Your attention is directed to Rule 4(a)(1) of the Federal Rules of Appellate Procedure, which requires that if you wish to appeal the judgment in your case, you must file a notice of appeal within 30 days of the date of entry of the judgment (60 days if the United States or an officer or agency of the United States is a party).

If you wish to appeal the judgment but for any reason you are unable to file your notice of appeal within the required time, you may make a motion for an extension of time in accordance with the provision of Fed. R. App. P. 4(a)(5). That rule requires you to show "excusable neglect" or "good cause" for your failure to file your notice of appeal within the time allowed. Any such motion must first be served upon the other parties and then filed with the Pro Se Office no later than 60 days from the date of entry of the judgment (90 days if the United States or an officer or agency of the United States is a party).

The enclosed Forms 1, 2 and 3 cover some common situations, and you may choose to use one of them if appropriate to your circumstances.

The Filing fee for a notice of appeal is \$5.00 and the appellate docketing fee is \$450.00 payable to the "Clerk of the Court, USDC, SDNY" by certified check, money order or cash. No personal checks are accepted.

Ruby J. Krajick, Clerk of Cour

bv:

, Deputy Clerk

## **United States District Court** Southern District of New York Office of the Clerk U.S. Courthouse 500 Pearl Street, New York, N.Y. 10007-1213 NOTICE OF APPEAL -Vciv. Notice is hereby given that (party) hereby appeals to the United States Court of Appeals for the Second Circuit from the Judgment [describe it] entered in this action on the (month) (Signature) (Address) (City, State and Zip Code) Date: ( (Telephone Number)

<u>Note</u>: You may use this form to take an appeal provided that it is <u>received</u> by the office of the Clerk of the District Court within 30 days of the date on which the judgment was entered (60 days if the United States or an officer or agency of the United States is a party).

FORM 1					
_ ·	s District Co				
Southern Dist		York			
	of the Clerk Courthouse				
500 Pearl Street, Nev		10007-1213			
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		ON FOR EX			
	10 F	ILE A NOT	ICE OF	APPE	AL
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	X				
		,			
Pursuant to Fed. R. App. P. 4(a)(5),		(party)			respectfully
requests leave to file the within notice of appeal of	ut of time.	(harry)			
reduces to the me with the selection of appears				(par	
desires to appeal the judgment in this action entered on		(33		but f	ailed to file a
notice of appeal within the required number of day	ys because:	(day)			
[Explain here the "excusable neglect" or "good cause"	which led to ye	our failure to	file a notic	e of ap	peal within the
required number of days.]					
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		(Sig	gnature)		•
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		(Ad	dress)		<del></del>
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·		(City, Star	te and Zip C	Code)	
D 4	,		_		
Date:	( )	(Telepho	one Number	)	

Note: You may use this form, together with a copy of Form 1, if you are seeking to appeal a judgment and did not file a copy of Form 1 within the required time. If you follow this procedure, these forms must be received in the office of the Clerk of the District Court no later than 60 days of the date which the judgment was entered (90 days if the United States or an officer or agency of the United States is a party).

Distraict Court will <u>receive</u> it within the 30 days of the date on with the United States or an officer or agency of the United States is	rich the judgment was entered (60 days if party).
FORM 3	
United States District C Southern District of New Office of the Clerk U.S. Courthouse 500 Pearl Street, New York, N.Y.	York
	AFFIRMATION OF SERVICE
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	civ. ( )
X	1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1
I,, d	ectare under penalty of perfury that I have
upon	
whose address is:	
Date: New York, New York	
	(Signature)
·	(Address)
·····	(City, State and Zip Code)
FORM 4	
TODAY TODAY	

FORM 2

### **United States District Court** Southern District of New York Office of the Clerk

U.S. O	Courthouse
	w York, N.Y. 10007-1213
	X
	NOWICE OF A REEL AT
	NOTICE OF APPEAL
•	AND
-V-	MOTION FOR EXTENSION OF TIME
	civ. ( )
	j
	X
	A.
1. Notice is hereby given that	hereby appeals to
, <u>-</u>	(party)
the United States Court of Appeals for the Second	Circuit from the judgment entered on
[Give a descrip	tion of the judgment]
2. In the event that this form was not receive	ed in the Clerk's office within the required time
Z. In the event and take form was not reserve	M MIC COLLEGE WILLIAM TO TO THE TANK TH
respect	fully requests the court to grant an extension of time in
(party)	
accordance with Fed. R. App. P. 4(a)(5).	
a. In support of this request,	
	(party)
this Court's judgment was received on	and that this form was mailed to the
(	date)
court on	
(date)	
	(Signature)
	(Diginital C)
	(Address)
	(2 total only
	(City, State and Zip Code)
and the second s	Company and the company
Date.	( )
Date:	(Telephone Number)
Date:	( Telephone Number)